

CALIFORNIA'S ACCESS TO VISITATION GRANT  
PROGRAM FOR ENHANCING RESPONSIBILITY  
AND OPPORTUNITY FOR  
NONRESIDENTIAL PARENTS

**REQUEST FOR PROPOSALS  
and GRANT APPLICATION**

*Personal Responsibility and Work Opportunity  
Reconciliation Act of 1996*

*(Pub. L. 104-193)*

*Title III, Subtitle I, Section 469B  
of the Social Security Act*

**RFP CFCC—Fiscal Years 2011–2012 and 2012–2013**



ADMINISTRATIVE OFFICE  
OF THE COURTS

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CENTER FOR FAMILIES, CHILDREN  
& THE COURTS

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# REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

**FISCAL YEARS 2011–2012 and 2012–2013**

## **Grant Application Checklist**

1. One signed original copy (stamp as original) and 6 hard copies ☐
2. Table of Contents ☐
3. Grant Application Cover Page ☐
4. Grant Application Program Abstract (not to exceed two pages) ☐
5. Grant Application Program Description (not to exceed 25 pages) ☐
6. Parent Education and/or Group Counseling Form ☐
7. Budget Forms and Narratives ☐
8. Subcontractor Agency Policies and Procedures ☐
9. Insert Page that says Appendices ☐
10. Compliance Statement Regarding Uniform Standards of Practice ☐
11. Program Income Questionnaire ☐
12. Federal Certification and Assurances Forms ☐
13. Letter of No Supplantation ☐
14. Multicourt/Multiagency Commitment and Reporting Form ☐
15. Proof of Subcontractor Nonprofit Status ☐

**Letter of Intent must be e-mailed by 5 p.m., Wednesday, October 13, 2010, to  
shelly.labotte@jud.ca.gov**

**Completed applications and hard copies must be received in the AOC office by 5 p.m.,  
Monday, November 15, 2010**

An original plus six copies of the signed application should be mailed to  
Judicial Council of California, Administrative Office of the Courts  
Center for Families, Children & the Courts  
Attn: Shelly La Botte, Access to Visitation Grant Program Manager  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3688

**The RFP grant application and all forms (See appendices) are available at  
[www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm)**

**Register for the Applicants' Teleconference Workshop at  
[www.surveymonkey.com/s/ApplicantsWorkshop2010](http://www.surveymonkey.com/s/ApplicantsWorkshop2010)**

# REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

## Important Deadlines and Program Information Checklist

|   |   |
|---|---|
| LETTER OF INTENT DEADLINE:                    | Courts must submit a Letter of Intent by e-mail to <a href="mailto:shelly.labotte@jud.ca.gov">shelly.labotte@jud.ca.gov</a> by 5 p.m., Wednesday, October 13, 2010  |
| APPLICATION DEADLINE:                         | Signed grant application <u>and</u> hard copies must be received in the AOC office by 5 p.m., Monday, November 15, 2010   |
| APPLICANTS' TELECONFERENCE WORKSHOP DEADLINE: | The first applicants' workshop is scheduled for September 24, 2010, from 9:00–11:00 a.m. The second applicants' workshop is scheduled for October 7, 2010, from 2:00–4:00 p.m. See section 3.5 in this application.   |
| GRANT APPLICATION ELIGIBILITY:                | All superior courts are eligible to apply for these open competitive grant funds provided the courts Access to Visitation Grant Program are operational by June 1, 2011. See section 1.5.   |
| GRANT AWARD PERIOD:                           | Subject to the availability of federal funding, this RFP grant application will award multiyear funding to the superior court for fiscal years 2011–2012 and 2012–2013. Because of multi-year funding, the next opportunity for courts to seek program funding will be in 2013–2014. See section 1.6. |
| GRANT FUNDING AMOUNTS:                        | The funding allocation formula for fiscal years 2011 through 2013 will remain the same. See section 1.7 in this application.  |
| BONUS POINTS ELIGIBILITY:                     | Multicourt and/or Multiagency collaborations will be eligible to receive 5 bonus points. See section 4.2.1.   |
| PROGRAM INCOME REQUIREMENT:                   | There has been a federal change in the treatment of program income for the Child Access and Visitation Grant Program, effective fiscal year 2011. See section 2.3 in this application.  |
| RFP GRANT APPLICATION NARRATIVE:              | Total possible points for this section are 195 points. See section 7.0 in this application.   |
| QUESTIONS AND CONTACT INFORMATION:            | Shelly La Botte at 415-865-7565 or e-mail to <a href="mailto:shelly.labotte@jud.ca.gov">shelly.labotte@jud.ca.gov</a>   |

## 1.0 INTRODUCTION

### 1.1 Judicial Council and the Center for Families, Children & the Courts

The Judicial Council of California, chaired by the Chief Justice of California, is the policymaking body for the California court system. The Administrative Office of the Courts (AOC), the staff agency for the council, assists both the council and its chair in performing their duties. The Center for Families, Children & the Courts (CFCC), a division of the AOC, is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The Administrative Office of the Courts' CFCC staff has the primary responsibility for administering California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for NonResidential Parents (*hereinafter referred to as the California Access to Visitation Grant Program*).

### 1.2 Federal Child Access and Visitation Grant Program

On August 22, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Pub. L. 104–193 (Aug. 22, 1996) 110 Stat. 2258) was signed into law. Beginning in 1997, Congress authorized \$10 million in block grants, Grants to States for Child Access and Visitation, as part of PRWORA to enable states to establish programs that support and facilitate noncustodial parents' visitation with and access to their children. The Judicial Council is required to annually apply to the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement<sup>1</sup>, under section 669B of PRWORA, for federal Child Access and Visitation Grant Program funds<sup>2</sup> and to award this funding to the superior courts throughout California.

The federal Child Access and Visitation Grant Program is a formula grant and funding allocations to the states are based on the number of single-parent households. The grant funder requires each state to provide a 10 percent match in order to be eligible for federal grant funds. The California Access to Visitation Grant Program requires an additional 10 percent match for a total of 20 percent (nonfederal) match.

Under state funding, California Access to Visitation Grants are awarded to the family law division of the superior courts through a request-for-proposals (RFP) grant application process. Applicants are strongly encouraged to involve multiple courts and/or multiple agencies in their proposed programs with one court designated as the lead or administering court. While superior courts may contract with local community-based justice partners (i.e., subcontractor agencies) to provide the direct services on behalf of the court, AOC contract agreements are made only with the designated superior court. Grant recipient courts subsequently enter into a contract agreement or Memorandum of Understanding with their designated local subcontractor.

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<sup>1</sup> Fam. Code, § 3204(a).

<sup>2</sup> Fam. Code, § 3204(a).

Each courts (i.e., the applicant court *and* partnering courts) Access to Visitation Grant Program is the individual court-based program. Partnering courts are responsible for the operation and administration of their own local Access to Visitation Grant Program. This means that each partnering court has a separate local Access to Visitation Grant Program that the individual/partnering court is responsible for as their Access to Visitation Grant Program. The applicant court acts as the designated lead administering court and is responsible for the administration and coordination of the project and works as the primary liaison with AOC staff for the Access to Visitation Grant Program. Additionally, while the court does not provide the direct service, the courts subcontractor (i.e., the local community justice partner for the grant program) is in a collaborative partnership relationship with the court to meet and serve the needs of the family court.

### **1.3 Federal and State Program Goals**

The congressional goal of the Child Access and Visitation Grant Program is to “remove barriers and increase opportunities for biological parents who are not living in the same household as their children to become more involved in their children’s lives.”<sup>3</sup> Under the federal statute, Child Access and Visitation Grant funds may be used to support and facilitate noncustodial parents’ access to and visitation [with] their children by means of activities including mediation (both voluntary and mandatory), counseling, education, development of parenting plans, visitation enforcement (including monitoring, supervision and neutral drop-off and pick-up), and development of guidelines for visitation and alternative custody arrangements.<sup>4</sup>

The use of the funds in California, however, is limited by state statute to three types of programs:<sup>5</sup>

- Supervised visitation and exchange services;
- Education about protecting children during family disruption; and
- Group counseling services for parents and children.

The primary goals of California’s Access to Visitation Grant Program are to enable parents and children to participate in supervised visitation, education, and group counseling programs—irrespective of the parents’ marital status and whether the parties are currently living separately permanently or temporarily<sup>6</sup>—and to promote and encourage healthy relationships between noncustodial or joint custodial parents and their children while ensuring the children’s health, safety, and welfare.<sup>7</sup> The overarching policy goal of the grant program has been to ensure accessible and available services statewide for low-income families with children whose custody and visitation issues are now or have been before the family courts.

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<sup>3</sup> 42 U.S.C. § 669b.

<sup>4</sup> *Ibid.*

<sup>5</sup> Fam. Code, § 3204(b)(1).

<sup>6</sup> *Id.* at § 3203.

<sup>7</sup> *Id.* at § 3204(d).

The Child Access and Visitation Grant Program **is a grant for direct services** and services must be designed to increase and support noncustodial parents' access to and visitation with their children. Funding is meant to provide access to the biological parent that does not have access to their child. All other goals of the grant must be subordinate or secondary benefits to the goal of the grant program.

#### **1.4 Availability of Funds**

Subject to the availability of federal funding, the Judicial Council of California, Administrative Office of the Courts, Center for Families, Children & the Courts, announces the availability of funding for the Access to Visitation Grant Program for fiscal years 2011–2012 and 2012–2013. Subject to the availability of federal funding, approximately \$770,000 will be awarded to superior courts statewide.

**IMPORTANT:** The Access to Visitation Grant Program RFP Grant Application for Fiscal Years 2011–2012 and 2012–2013 is for multiyear funding. Each court is strongly encouraged to carefully review and assess whether to respond to this RFP grant application because superior courts will not be able to apply for these grant funds again until fiscal year 2013–2014, subject to the availability of federal funds. See also section 1.5 below.

#### **1.5 Grant Applicant Eligibility**

Family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The family law divisions of the superior courts are required to administer the programs. Program administrators should collaborate with other courts and agencies in other jurisdictions, with one court acting as a lead agency or an administering court. Any other agencies desiring to participate must do so as part of the courts Access to Visitation Grant application.

**The Administrative Office of the Courts, Center for Families, Children & the Courts will not accept applications to fund any program that is not operational within 60 days from receipt of the AOC's grant award letter to the superior court. Operational is defined to mean that the court/subcontractor program must be ready to serve parents on or before June 1, 2011. The grant funding period for fiscal year 2011–2012 will begin on April 1, 2011. If any applicant court cannot guarantee their proposed Access to Visitation Grant Program will be operational by June 1, 2011, the grant application will be denied.**

If additional Child Access and Visitation Grant Program funds (i.e., increased federal funding) become available during the multiyear funding period, these additional grant funds will be allocated and awarded to the next highest ranking superior court approved by the Judicial Council.

#### **1.6 Grant Award Period**

The local grant funding period will be for multiyear funding (i.e., fiscal years 2011–2012 and 2012–2013). Successful applicants will be awarded funding for a two-year period subject to continued availability of federal funds. The contracts agreements between the



AOC and the superior courts will be written as single year contract agreements. The grant funding cycle will begin on April 1st each year, and end on March 31<sup>st</sup> each year.

### 1.7 Grant Funding Amounts

The funding allocation for fiscal years 2011–2012 and 2012–2013 is based on county population size. Subject to the availability of funding, the following are the maximum grant amounts for which courts can apply: <sup>8</sup>

- \$45,000 for counties or collaboratives in which the population is less than 250,000;
- \$60,000 for counties or collaboratives in which the population is more than 250,000 but less than 1 million; and
- \$100,000 for counties or collaboratives in which the population is more than 1 million.

Any applicant court that is granted an award and was funded in the previous grant funding cycle but did not spend all of their Access to Visitation Grant Program funding **will receive a reduction in grant award funding** for fiscal years 2011–2012 and 2012–2013 that is equal to the amount of unspent funds.

Additionally, any court or subcontractor budget costs that appear to not be cost-effective and/or that appear to not be expendable during the grant funding period will receive a reduction in funding through a mid-year reallocation process, subject to Judicial Council approval. Under federal guidelines, unused funds do not roll over to the next fiscal year but revert back to the federal government.

### 1.8 Grant Topic Areas

Family Code section 3204(b) (1) provides that the grant funds shall be used to fund the following three types of programs: supervised visitation and exchange services; parent education; and group counseling services.

For purposes of California’s Access to Visitation Grant Program, “**supervised visitation**” is defined as “visitation between the noncustodial party and one or more children in the presence of a **neutral** third person.” “Supervised exchange service” is defined as “the supervision of the transfer of the child from one parent to another for the purpose of visitation.” Court and subcontractors should note that supervised visitation under this grant program is viewed as a visitation enforcement option for noncustodial parents.

“**Parent education**” is defined as “an educational workshop, class, or seminar that provides noncustodial parents with information on a range of issues, such as: (a) the effects of separation and divorce on children and families; (b) impact of parental conflict on children; (c) conflict resolution issues; (d) how to put a parenting agreement into

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<sup>8</sup> Courts may apply for less than \$45,000. The highest amount that can be requested by any court is \$100,000.

effect; (e) custody and visitation compliance; and (f) court procedures for filing a motion for visitation. Parenting classes regarding discipline, child development, basic parenting skills, and basic child-care **should not be included** in the Access to Visitation parent education services.

“**Group Counseling**” services under the grant may include, but is not limited to professional advice or guidance provided to noncustodial parents by a licensed or certified mental health professional. This grant-related service is intended to help parents work through their interpersonal conflict by focusing on the best interests of the child.

Group Counseling **cannot focus on** issues such as alcohol/drug addiction, drug testing, domestic violence/batterer’s intervention or anger management issues, job/employment services, psychological/mental health evaluations, or issues generally addressed in child welfare case plans. If counseling services are provided to children, applicants must be able to demonstrate how the counseling **increases** the access between the child and the noncustodial parent. Counseling **should not** focus on general issues, such as sexual abuse of children; reasons why children might have been removed from their parents’ custody, etc. It must focus on access and visitation-related issues.

### **1.9 Eligible Grant Recipient of Services (Target Population)**

The recipients of the proposed services should be low-income separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. Grant funds can only be used to serve noncustodial parents (i.e., noncustodial fathers and/or noncustodial mothers).<sup>9</sup> Additionally, funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings, or for Tribes or Tribal Courts, or to provide off-site or in-home supervised visitation services.

### **1.10 Reimbursement-based Funding**

Grant funds will be disbursed on a monthly basis and only on receipt of compliance with state and federal grant reporting requirements and financial reports with necessary invoices. Only approved allowable expenses incurred during the contractual funding grant period will be considered reimbursable.

### **1.11 Midyear Reallocation**

Under the Child Access and Visitation Grant Program, the federal Office of Child Support Enforcement is required to monitor and track whether states have spent their full grant award allocations. Under federal guidelines, unused funds do not roll over to the

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<sup>9</sup> Supervised visitation and exchange services are for noncustodial parents and not the child, custodial parents, grandparents, distant relatives, etc. According to the federal goal of the grant program, the Child Access and Visitation Grant Program is intended to increase opportunities for *biological parents who are not living in the same household as their children* to become involved in their children’s lives. The child being in the temporary custody of the grandparent does not mean that the grandparent is the parent—they are seen as temporary custodians. The child still has noncustodial (NCP) parents and the grant is intended to provide services for the NCP and not the grandparent.

next fiscal year but revert back to the federal government. To ensure that all state grant funds will be spent, the AOC will conduct a midyear reallocation process during the fiscal year and may redistribute funds among other grantees to ensure that all available funds are used.<sup>10</sup>

### 1.12 RFP Timeline

The following is a tentative timeline of activities related to this grant application.

| Dates                            | Grant Activities   |
|----------------------------------|--|
| September 13, 2010               | Release of RFP and grant application   |
| September 24 and October 7, 2010 | Grant Applicants' Teleconference Workshop:<br><b>Sept. 24, 2010, from 9–11 a.m. and Oct. 7, 2010, from 2–4 p.m.</b> Call-in numbers for both dates are:<br><ul style="list-style-type: none"> <li>▪ 1-866-223-4038 (from outside of San Francisco)</li> <li>▪ 415-355-5488 (from San Francisco)</li> </ul> |
| <b>October 13, 2010</b>          | <b>Letter of Intent due by 5 p.m.</b>  |
| <b>November 15, 2010</b>         | <b>Proposals/grant applications due to the AOC by 5 p.m.</b>   |
| December 2010                    | Selection Review Committee meeting to review and evaluate the grant proposals and make recommendations to AOC staff who will subsequently submit these recommendations to the Family and Juvenile Law Advisory Committee for approval  |
| December 2010                    | Meeting with the Family and Juvenile Law Advisory Committee regarding grant award recommendations for the Judicial Council's Executive and Planning Committee  |
| January/February 2011            | Final report pertaining to grant award recommendations due to the Judicial Council's Executive and Planning Committee  |
| February/March 2011              | Executive and Planning Committee meeting to review and propose funding recommendations to the Judicial Council   |
| February/March 2011              | Judicial Council meeting to approve the final funding decision regarding the number and amounts of grant awards  |
| March 2011                       | Notification of grant awards   |
| April 1, 2011                    | Grant period begins  |
| June 1, 2011                     | Court/subcontractor programs must be operational   |

<sup>10</sup> Each applicant court will receive a midyear reallocation questionnaire to help the Access to Visitation Grant Program manager evaluate (using established criteria) the court/subcontractor funding needs and to determine whether courts will use their full grant award allocation. The ability of the Administrative Office of the Courts to redistribute additional funds depends on the return of funds by courts that do not anticipate spending or will not spend their full grant award allocation. Reallocations are subject to the approval of the Judicial Council.

## 2.0 GRANT TERMS AND CONDITIONS

### 2.1 Grant Compliance Requirements

Applicants awarded grant funding must meet all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements.**

### 2.2 Eligible Providers

For the purpose of receiving grant funding, “eligible providers” are:

- (a) Providers of **supervised visitation and exchange** services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.
- (b) Providers of **group counseling** are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.
- (c) Providers of **education** are professionals with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the direct supervision of such professionals.
- (d) Providers of **supportive/facilitated supervised visitation (FSV)**<sup>11</sup> must meet the following qualifications: (1) completion of a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field with specific training in subjects related to child and family development, substance abuse, mental health, child abuse and neglect, child sexual abuse, domestic violence, parenting education, and the impact of separation/divorce and

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<sup>11</sup> Given the varied and complex dynamics in the context of supervised visitation, a more educational, skills-based approach to serving noncustodial parents may be helpful in strengthening the parent-child relationship. Under the FSV model, supervised visitation is often viewed as being a more goal-orientated service that allows the provider to coach, model, and reinforce parenting and communication skill techniques and strategies during the visitation session. This model is seen as providing more hands-on guidance and instruction that allows direct support and feedback to assist noncustodial parents during visitation with their children. For purpose of the grant program, FSV is defined according to the California Access to Visitation Grant Program Data Collection and Reporting System, and subcontractors that provide FSV must demonstrate compliance with Standard 5.20 requirement of neutrality.

inter-parental conflict on children and (2) three years of providing direct professional supervised visitation.

### **2.3 Program Income Requirement**

No State or any sub-recipient is required by federal law or regulation to charge fees for services provided or to earn any other type of program income as a condition of participation in this program. However, if any “state elects to collect program income it must do so in accordance with the terms and conditions set forth by the federal Office of Child Support Enforcement.”

Effective fiscal year 2011, the federal Office of Child Support Enforcement has made a prospective change towards the treatment of program income for the Child Access and Visitation Grant Program. According to the funder, *“States may collect program income for services and not report it as program income under limited circumstances. Specifically, fees collected to offset the costs of providing Access to Visitation program services should not be reported as program income if that income is used to provide Access to Visitation program services under the same conditions as the original grant. Income collected that is not used to provide grant services under the same grant conditions must be reported as program income.”* Additionally, “program income is any amount received by the State generated directly from any activity supported by and allocable to the Access and Visitation Program. Where any State or sub-recipient elects or is required by State or local law to charge fees for services provided or to earn any other type of program income, the entire amount earned must be expended by the State or sub recipient for the purposes of providing services under the Access and Visitation Program and must be expended during the project period.”

Court/subcontractors should carefully review section 45 CFR 92.25 (g) (2) for additional guidance <[http://edocket.access.gpo.gov/cfr\\_2004/octqtr/pdf/45cfr92.25.pdf](http://edocket.access.gpo.gov/cfr_2004/octqtr/pdf/45cfr92.25.pdf)>. The Administrative Office of the Courts will provide additional information to successful applicants on how the program income requirement operates during the grant funding period.

The reporting requirement promulgated by the federal funder requires that all program reimbursement requests include program income information, if applicable. Courts awarded grant funding must certify that they will comply with the program income requirements as set forth under the federal statute (see Appendix F). This information will be used for reporting California’s yearly financial report to OCSE. The Administrative Office of the Courts may suspend funding in whole or part, terminate funding, or impose sanctions on any grant recipient court/subcontractor, including partnering courts, for failure to comply with the requirements or other statutory provisions of state and federal law.

**IMPORTANT:** Court/subcontractor should note that if federal or state requirements related to program income change during the fiscal year, the court and any of its subcontractors will be required to adhere to the new federal and state terms and conditions, including the Administrative Office of the Courts policy on whether court/subcontractors can or cannot collect program income.

## 2.4 Reporting Requirements

The court and subcontractor must provide **quarterly** statistical data collection reports and **bi-annual** progress summary reports to the AOC program manager. The AOC will provide guidelines and requirements for these reports. Reporting information must be submitted to the AOC on a timely basis. Failure to provide these reports will be considered a default. If this default is not corrected, the state shall have the right to terminate the contract and distribute the funds to other courts.

## 2.5 Standards of Practice for Providers of Supervised Visitation

All supervised visitation and exchange programs funded under this grant program must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in Standard 5.20 of the California Standards of Judicial Administration.<sup>12</sup> These standards can be downloaded at:

[http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5\\_20](http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5_20).

## 2.6 Annual Program Administrators Training

As a condition of funding, applicants are required to allocate part of their budget to cover expenses for travel and attendance of two individuals (i.e., FCS applicant court grant administrator and subcontractor grant program administrator) for the annual State Access to Visitation Program Administrators Training. Applicants should include in their court/subcontractor budget attendance for one-day in San Francisco, California.

## 2.7 Standard 5.20 and Data Collection Training

As a condition of funding, any court/subcontractor that has not received Access to Visitation funding **must set aside grant funds** in their budget to attend the Standard 5.20 Training and Access to Visitation Grant Program Data Collection and Reporting System Training. Applicants should review the RFP budget instructions (see Appendix D) for additional information on allocation of grant funds for these required activities.

## 2.8 Additional Requirements

1. Grant recipients must comply with all fiscal and administrative requirements. In addition, courts and subcontractors must comply with the terms and conditions set forth by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement.
2. Each applicant court and each subcontractor agency must comply with federal certification and assurances forms.
3. Each applicant court and each subcontractor agency must comply with their proposed plan (i.e., the applicant courts response to this RFP grant application) to the extent that, if originally submitted, the application would not have been selected for funding.

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<sup>12</sup> Family Code § 3202(a).

4. Applicants must submit a letter certifying that no supplantation of nonfederal, state, or county funds will take place if grant funds are awarded. Grant funds may not be used to supplant the existing salary base for *any* current staff within the court system (including from the trial court budget, the AOC, judges, clerical support staff, or other funders) for an ongoing position or program.
5. Grant recipients must comply with section 508 of Public Law 103-333, which requires most documents describing programs and projects funded in whole or in part with federal funds to indicate the extent to which the program or project is funded by federal funds.
6. Funds awarded for these grants cannot be used for construction or for purchase of land. Applicants should read the certification and assurances forms required to be submitted with the application to understand the applicable legal and administrative requirements.
7. All recipients of federal grants are required to comply with the nondiscrimination requirements contained in federal laws. Applicants should read the assurance forms required to be submitted with the application to understand the applicable legal and administrative requirements.

### 3.0 GRANT APPLICATION SUBMISSION INSTRUCTIONS

#### 3.1 How to Apply

Applicants should carefully read all instructions and complete the process described in the grant application. Applicants should include all of the required information listed in the RFP, including attachments. It is the responsibility of the applicant to ensure that its application is completed according to instructions outlined in this RFP and submitted by the deadline date.

#### 3.2 Application Format

Applications must follow the specified format:

1. Use 8½ x 11 inch paper.
2. Page margins must be at least 1 inch.
3. Line spacing must be single.
4. The font size must be 12 point (Times New Roman).
5. A table of contents must be included and identify all major sections of the proposal by page number.
6. Pages must be consecutively numbered, including all attachments.
7. The name of the applicant court must be placed in the footer for all pages in the grant application.
8. The application may be stapled.
9. The application may not be printed in color, be spiral or tape-bound, or be in a binder, folder, or any kind of binding, and must have no tabs.

10. Do not exceed more than two pages for the grant application program abstract.
11. Do not exceed more than 25 pages for the proposal narrative section (this does not include grant application cover page, Appendix C, required policy and procedure attachments, and budget forms).
12. The signed original copy of the grant application must be stamped as “original” and signed with blue ink.
13. All attachments regarding policy and procedures must be on the court/subcontractor letterhead. See section 7.0.

### **3.3 Grant Application Checklist**

All applications must include the following (in the following order):

1. One signed original copy (stamp as original) and 6 hard copies
2. Table of Contents
3. Grant Application Cover Page
4. Grant Application Program Abstract
5. Grant Application Program Description
6. Parent Education and/or Group Counseling Form
7. Budget Forms and Narratives
8. Subcontractor Agency Policies and Procedures
9. Insert Page that says Appendices
10. Compliance Statement Regarding Uniform Standards of Practice
11. Program Income Questionnaire
12. Federal Certification and Assurances Forms
13. Letter of No Supplantation
14. Multicourt/Multiagency Collaboration Commitment and Reporting Form
15. Proof of Subcontractor Nonprofit Status

Electronic copies of this RFP and application forms are available at the State of California Serranus Website (this site serves California judges and judicial branch employees only) at <http://serranus.courtinfo.ca.gov/programs/grants/current.htm> and posted on the CFCC Website at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v/rfpinfo.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v/rfpinfo.htm).

### **3.4 Instructions for Submission of Grant Application Proposals**

**Proposals will not be accepted by fax or e-mail.** Each applicant must:

Mail one original and six photocopies of a complete proposal/grant application to the following:

Judicial Council of California  
 Administrative Office of the Courts  
 Center for Families, Children & the Courts  
 Attn: Shelly La Botte, Access to Visitation Grant Program Manager  
 455 Golden Gate Avenue, Sixth Floor  
 San Francisco, California 94102-3688



Applicants should review section 4.2.1 regarding the deduction of points for this RFP grant application. **IMPORTANT: Late applications will not be considered.**

### **3.5 Grant Applicants' Teleconference Workshop**

The Judicial Council will provide two applicants' teleconference workshops for superior courts intending to apply for grant funding. All courts planning to submit a proposal will have an opportunity to ask questions regarding this RFP and its requirements. To ensure that all agencies have access to the same information and assistance in preparing their applications in a competitive process, the Access to Visitation Grant Program cannot provide telephone assistance. Questions to be answered at the workshops must be received by e-mail to the Access to Visitation Grant Program analyst no later than September 23, 2010, by 5 p.m. and October 6, 2010, by 5 p.m. The teleconference is scheduled for **Friday, September 24, 2010, from 9:00 a.m. to 11:00 a.m., and Thursday, October 7, 2010, from 2:00 p.m. to 4:00 p.m.** Participants should dial the following call-in numbers:

- 1-866-223-4038 from outside San Francisco
- 415-355-5488 from San Francisco

Register on-line for the workshop at [www.surveymonkey.com/s/ApplicantsWorkshop2010](http://www.surveymonkey.com/s/ApplicantsWorkshop2010).

Questions from the grant applicants' teleconference workshop will be made available at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

### **3.6 Letter of Intent Deadline Date**

Each court, whether as the applicant court or county collaborative court, intending to apply for funding under this RFP grant application must submit a signed Letter of Intent (see Appendix A). However, the Letter of Intent to apply for fiscal years 2012–2013 and 2012–2013 funding will not be binding on the court. The Letter of Intent must be e-mailed to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov) by 5 p.m., no later than Wednesday, October 13, 2010.

### **3.7 Grant Application Deadline Date**

**All applications (hard copies) must be received at the AOC office by no later than Monday, November 15, 2010 at 5 p.m.** Applicants should ensure that any overnight methods employed will allow ample time to get the proposal to the AOC office by the application due date. **IMPORTANT: Late applications will not be considered.**

### **3.8 Questions and Contact Information**

Questions regarding the application process or the grant application must be submitted by e-mail to: Shelly La Botte, Access to Visitation Grant Program Manager, at [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov).

## 4.0 GRANT APPLICATION REVIEW AND SELECTION PROCESS AND EVALUATION CRITERIA

### 4.1 Review and Selection Process

The grant funds will be awarded with the intent to approve as many requests as possible while assuring that each proposal would provide beneficial services and satisfy the overall goals of the program.<sup>13</sup> To ensure a fair and unbiased selection process, the Judicial Council's Family and Juvenile Law Advisory Committee approved the establishment of a Selection Review Committee (SRC). The role of the SRC grant reviewers will be to read, score, and evaluate each grant application proposal and submit its funding recommendations to the Family and Juvenile Law Advisory Committee for review and approval. The recommendations from the Family and Juvenile Law Advisory Committee will then be presented to the Judicial Council's Executive and Planning Committee. The Executive and Planning Committee will review the proposal for final funding recommendations and set the matter on the Judicial Council agenda. **The Judicial Council makes the final decision regarding the amounts and numbers of grant awards.**

### 4.2 Grant Application Evaluation Criteria

The SRC grant reviewers will be responsible for evaluating and scoring the court's response to the RFP grant application proposals. The reviewers will generate an average (consensus) score, rank, and recommendation for each proposal and AOC staff will submit these funding recommendations to the Family and Juvenile Law Advisory Committee for review and approval. It is anticipated that SRC grant reviewers may consist of representatives from various Judicial Council committees, Family Court Services, court administration, professional subject-matter experts from the Center for Families, Children & the Courts, and community-based service providers with supervised visitation, parent education, domestic violence, and child abuse expertise.

SRC grant reviewers will review and evaluate the grant application proposals based on the following:

1. Evaluation criteria in Family Code section 3204(b)(2);
2. Evaluation of compliance with Standard 5.20 (Uniform Standards of Practice for Providers of Supervised Visitation); and
3. Grant applicant rank and score. The application proposals will be scored on a scale of points using a screening system based on a maximum point value (see section 4.2.1) according to a reviewer rating sheet and reviewer rating scale, and consideration of scoring principles outlined in section 4.2.2.

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<sup>13</sup> Fam. Code, § 3204(b)(2).

#### **4.2.1 Grant Application Proposal Narrative Scoring System**

The below is a summary of the scoring system for evaluation of the grant application proposals.

- A. Grant Program Narrative (total of 195 points)
  - 1. Application Cover Page (15 points)
  - 2. Program Abstract (25 points)
  - 3. Program Description (*total of 155 points*)
    - Program Service Delivery (70 points)
    - Program Implementation (40 points)
    - Program Sustainability Planning (20 points)
    - Budget (25 points)
    - Parent Education Form (0 points)<sup>14</sup>
    - Group Counseling Form (0 points)<sup>15</sup>
- B. Bonus points (5 points)
- C. Deduction of points (10 points)

#### **BONUS POINTS**

An applicant will be eligible to receive an additional 5 points if it is a multicourt and/or multiagency collaboration. Multicourt collaboration is defined as a lead applicant court in collaboration with multiple courts from other jurisdictions. Multiagency collaboration is defined as a single applicant court in collaboration with several (at least two or more agencies) local service providers as the court's subcontractors for the Access to Visitation Grant Program. Multiagency collaboration does not mean multiple site locations.

#### **DEDUCTION OF POINTS**

**A deduction of 10 points will be given to a grant application for the following reasons:**

- 1. If the application is incomplete (i.e., proposals that have missing materials and attachments, proposals that exceed page limitation, proposals that include materials not requested); and/or
- 2. If application is not submitted according to the RFP grant application instructions set forth in section 3.0 (e.g., application is not in the correct order or sequence).

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<sup>14</sup> Courts are encouraged to apply for grant funding to support any of the three grant-related services. However, based on the court's past practices and response to past RFP grant applications, requests for funding, and priority funding preference aimed at supervised visitation and exchange services, it is anticipated that only a few courts will propose offering parent education and group counseling services. To ensure a fair evaluation across all proposals, courts' completion of the parent education and group counseling services forms will not be scored since proposals will not offer the same program services across the board for an equal evaluation.

<sup>15</sup> *Ibid.*

**IMPORTANT:** Please note that the total 10 point deduction is not cumulative. This means that no proposal will receive more than a total of 10 points deducted from their grant application score for any of the reasons listed above.

#### **4.2.2 Grant Application Scoring Principles**

The SRC will use the following principles to score and evaluate the grant application proposals:

1. Overall responsiveness (applicant answers) to each question;
2. Efficient use of funds (e.g., direct services vs. administrative costs);
3. Program services will reach the greatest number of families to be served (e.g., anticipated number of families that will receive direct services);
4. Programs demonstrate a history of sound fiscal management and program administration;<sup>16</sup>
5. Provides evidence of strong court and community support and collaboration; and
6. Program maximizes the grant resources for overall cost-effectiveness.

Although no points will be awarded for this evaluative factor, grant funding decisions will seek to ensure that the program goals represent statewide geographical diversity in service delivery, including population and court size.

#### **4.3 Role of AOC Staff**

The Administrative Office of the Courts' Center for Families, Children & the Courts staff will prepare a written report to the Judicial Council's Family and Juvenile Law Advisory Committee and the Executive and Planning Committee regarding the proposed funding recommendations. In addition, the Access to Visitation Grant Program staff will conduct an initial review of applications and prepare a summary report for the Selection Review Committee that will focus on the following criteria:<sup>17</sup>

- Compliance with grant proposal submission guidelines;
- Evidence that the proposal is within the scope of the grant;
- Whether prior grantee has complied with state and federal grant requirements;
- Whether prior grantee has participated in AOC grant-related activities and other technical assistance as required as a condition of funding; and
- Whether funding is spent in a timely manner and within grant guidelines.

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<sup>16</sup> Sound program administration means that the court's subcontractor (local service provider agency) must be able to show that as an agency organization they have a history of managing programs and providing services to the community. The organization's programs and services do not have to be an existing Access to Visitation Grant Program. Fiscal management means the court's subcontractor must demonstrate as an agency that they have the ability to manage the program budget in accordance with required auditing and grant accounting principles.

<sup>17</sup> New applicants who have not been funded will not be subject to this evaluation criteria since they will not have a history of program administration. SRC grant reviewers will assess new applicants based upon their proposed ability to comply.

#### **4.4 Notification of Grant Awards**

The Judicial Council determines the final number and amount of grants to be awarded to the superior courts. All courts responding to this RFP will be officially notified in writing as soon as grant application proposals and funding allocations are approved. Courts awarded funding will have the option of accepting or declining their grant award. If awards are declined, the funds may be awarded to the next highest ranked proposal.

#### **5.0 BUDGET INFORMATION**

Each court and any of its subcontractors must submit a program budget (including a justification narrative). Applicants should review the budget instructions (see Appendix D) to determine appropriate budget item expenditures and reimbursable costs. **The budget instructions, required budget forms, and a sample budget and narrative are available at: [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).**

Completion of the court/subcontractor budget forms **does not** count towards the 25-page proposal limitation. Please note that while administrative costs are allowable under the grant, court/subcontractors should offer as much direct service delivery as possible for the target population to be served by the grant and should ensure that expenditures are reasonable and cost-effective.

The court must have a written agreement with the subcontractor and a copy of this agreement must be submitted to the AOC grant accountant at the time invoices are submitted for reimbursement.

#### **5.1 Match Requirement**

Court/subcontractors will be required to provide 20 percent (nonfederal) matching funds. See the budget instructions (Appendix D) for additional information regarding match.

#### **5.2 Allowable and Unallowable Costs and Expenditures**

Each court and its subcontractor should review the federal Office of Management and Budget (OMB) Circulars A-87, "Cost Principles for State, Local, and Indian Tribal Governments at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/](http://www.whitehouse.gov/omb/circulars_a087_2004/) and Circulars A-122,

"Cost Principles for Non-Profit Organizations" at <http://www.whitehouse.gov/omb/circulars/a122/a122.html> to determine allowable and unallowable costs.

Additionally, the Access to Visitation Grant will not reimburse for:

1. Intake and orientation services;
2. Food and/or drink of any kind;
3. Non-AOC sponsored trainings and conferences;
4. Mortgage payment as a room rental expense;
5. Membership dues;
6. Costs for fundraising; and
7. Entertainment costs.

### **5.3 Indirect Costs/Overhead Costs**

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Like overhead expenses, these expenses are prorated to the grant program based on the benefit received from their incurrence. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

Only courts that budget for personnel expenses are allowed to claim indirect costs under this grant program. Subcontractors and contractors are not allowed to charge indirect costs. Any indirect costs claimed must be allocated in the court budget. The indirect cost rate is limited to 10% of court employee salaries only, excluding benefits and overtime. The court must not calculate indirect costs based on the subcontractor's personnel expenses or contractual expenses. Courts are reminded to review the *Trial Court Financial Policies and Procedures Manual, FIN 16.02* for additional guidance. See the budget instructions (Appendix D) for additional information.

### **5.4 Program Income Requirement**

Applicants should carefully review section 2.3 above for required program income grant conditions and requirements. Applicants must complete and submit Appendix F in this RFP application.

## **6.0 DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received may become part of the public record and may be made available to other programs and to interested parties and organizations.

## **7.0 RFP GRANT APPLICATION PROPOSAL NARRATIVE**

The RFP grant application narrative constitutes the most comprehensive component of the application proposal since it represents the courts (and subcontractor) proposed Access to Visitation Grant program design and implementation plan. Applicants should thoroughly review this section (and the RFP) to ensure that proposed program administration and operations comply with all federal and state requirements including program goals, Standard 5.20, and will provide as much direct service delivery as possible for noncustodial parents.

The total possible points for the grant application narrative section are 195 points.<sup>18</sup>

The total page limitation for the application narrative section should not exceed 25 pages. The 25 page limitation does not include the grant application cover page, parent education and/or group counseling form, required policy and procedure attachments, and

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<sup>18</sup> The total of 195 points does not include possible bonus or deduction of points. These points will be added to the courts grant application proposal after the SRC grant reviewers have completed their final scoring of the application.

budget forms. The two-page program abstract is included as part of the 25 page limitation.

All required policy and procedure attachments must be on the court/subcontractor letterhead. Courts that have not completed their procurement process should state in the proposal narrative that the policy and procedure attachments will be submitted on the subcontractor's letterhead by June 1, 2011.

Applicants must complete the required information below for purpose of completion and scoring this section of the RFP grant application:<sup>19</sup>

1. Grant Application Cover Page (15 points)
2. Grant Application Program Abstract (25 points)
3. Grant Application Program Description (*total of 155 points*)
4. Program Service Delivery (70 points)
5. Program Implementation (40 points)
6. Program Sustainability (20 points)
7. Budget (25 points)
8. Parent Education Form (0 points). See Appendix C.
9. Group Counseling Form (0 points) See Appendix C.

#### **7.1 Program Abstract**

The grant application program abstract is designed to serve as a separate stand-alone summary of the courts (and subcontractors) proposed Access to Visitation Grant Program. It is also intended to provide a general at-a-glance overview about the program and not a detailed explanation about the project.

The program abstract should not exceed two pages and must follow the required grant application format (see section 3.2).

Applicants must complete the following:

1. Provide a clear, concise brief summary description of the court/subcontractor Access to Visitation Grant Program. The description should not exceed 150 words;
2. State program goals and objectives;
3. State model of service delivery (e.g., single-court, multicourt, faith-based, domestic violence agency, CASA, etc.);
4. State grant-related services to be provided;

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<sup>19</sup> *Ibid.*

5. State geographical service areas, number of site locations for service delivery, and whether the service delivery site locations are accessible by public transportation;
6. Complete the chart below:

| GRANT SERVICE ACTIVITIES         | NAME OF SUBCONTRACTOR | NUMBER OF ANTICIPATED FAMILIES TO BE SERVED | NUMBER OF ANTICIPATED HOURS OF SERVICE | NUMBER OF HOURS FOR EACH SESSION ** |
|----------------------------------|-----------------------|---|--|-------------------------------------|
| <b>SUPERVISED VISITATION</b>     |                       |   |  |                                     |
| One-on-one Supervised Visitation |                       |   |  |                                     |
| Multiple/Group                   |                       |   |  |                                     |
| Supportive/Facilitated           |                       |   |  |                                     |
| Therapeutic                      |                       |   |  |                                     |
|                                  |                       |   |  |                                     |
| <b>EXCHANGE SERVICES*</b>        |                       |   |  |                                     |
| <b>PARENT EDUCATION</b>          |                       |   |  |                                     |
| <b>GROUP COUNSELING</b>          |                       |   |  |                                     |

*\*For Exchange Services, state the number of pickup's anticipated for the first year.*

*\*\*The number of hours is the amount of scheduled time of the actual visitation session. This does not include transition time or time spent on intake, orientation, or administrative tasks. The number of hours for exchange services is the amount of time it took for the exchange of the child from one parent to another. This does include time that staff spends waiting for the parent to arrive.*

7. State how long the subcontractor agency has been in operation (this does not mean providing Access to Visitation services); and
8. State budget request. If the application includes multicourt and/or multiagency collaborations, list the summary amount of grant funds to be awarded to each partnering court and each subcontractor.



## 7.2 Program Description

The program description should effectively address and communicate the court/subcontractors Access to Visitation Grant Program design, implementation, and evaluation plan, including compliance with Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation). **All grant recipients are required to follow Standard 5.20 as a condition of funding.** Standard 5.20 can be downloaded at:

[http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5\\_20](http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5_20)

The program description section (including policies and procedure attachments) should also be written in the context of providing supervised visitation and/or exchange services and from the frame of reference of how these services meet the needs of noncustodial parents, federal and state program goals, and/or Standard 5.20.

**Applicants must complete the following:**

### 1. Program Service Delivery (70 points)

1. Describe in detail your court (and subcontractor) Access to Visitation Grant Program. Include need or problem to be addressed, population characteristics, and how your court-community intends to benefit from the grant-related services. **(15 points)**
2. Explain in detail how your Access to Visitation Grant Program promotes and encourages healthy parent and child relationships between noncustodial parents and their children, while ensuring the health, safety, and welfare of the children. **(10 points)**

**For supervised visitation and exchange services, please explain and/or describe the following:**

3. Under Standard 5.20, supervised visitation is defined as “contact between a noncustodial party and one or more children in the presence of a neutral third person.” Explain how supervised visitation services, and the role of the provider are maintained in a neutral manner.<sup>20</sup> Include how you define neutrality. **(5 points)**
4. Describe your referral, intake, and screening process. Attach a copy of your intake form. **(6 points)**
5. State the hours and days services are offered and explain the reasons for the hours of operation. **(3 points)**
6. Explain in detail how you ensure safety and security for parents and children, including how you define safety and security. Attach a copy of your safety and security policies/protocol. **(5 points)**

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<sup>20</sup> Court/subcontractor should understand and operate from the basic premise that neutrality does not mean that supervised visitation providers are ever neutral to domestic violence or abuse.

7. Explain how you ensure that providers meet the qualifications and training requirements outlined in Standard 5.20. **(2 points)**
8. Explain how you developed your written protocol with law enforcement that addresses emergency assistance and response expectations from the local police or sheriff's department. Attach a copy of your policy/procedure. **(3 points)**
9. Explain your policy and procedure protocol in the event a child is abducted during visitation. **(2 points)**
10. Explain how you ensure confidentiality of services, especially in cases of domestic violence. Include how you define confidentiality. Attach a copy of your policy/protocol. **(4 points)**
11. Explain how you address issues of conflict of interest. Attach a copy of your policy/protocol. **(2 points)**
12. Explain your process for submission of reports to the court and the parents. Attach a copy of a supervised visitation report that has been submitted to the court. **Please do not include any identifying information about the case (e.g., case number) or parties (e.g., name of the child or parents or staff) in the visitation report. This information must be redacted (blacked out) from the report. (5 points)**
13. Describe your grievance/complaint process. Attach a copy of the policy/protocol. **(3 points)**
14. Explain how cultural competency is ensured for parents seeking Access to Visitation Grant services. Include how you define cultural competency and what this looks like in supervised visitation. **(5 points)**

## 2. Program Implementation (40 points)

1. Explain what organizations you will work with or have worked with to accomplish your program goals and objectives and what value (and resources, if any) their existing organization can bring or will bring to the implementation of your grant program. Include also the organizations role and responsibility under the grant program, how the grant-related services will be coordinated with other community services, and the critical success factors for implementation of your Access to Visitation Grant Program. **(15 points)**
2. Include a program logic model for your court/subcontractor Access to Visitation Grant Program. **(20 points)**. A logic model is defined as setting out how an intervention (such as a project, a program, or a policy) is understood or intended to produce particular results.<sup>21</sup> Applicants should review the following template for a sample on how to create a logic model  
<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>.

“Program development stages and evaluation components for planning and implementation of a program or a program already in existence requires the assessment of program strengths and weaknesses, evaluation of expected or

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<sup>21</sup> The definition of a logic model is extracted from Wikipedia  
[http://en.wikipedia.org/wiki/Logic\\_model](http://en.wikipedia.org/wiki/Logic_model).

anticipated results, and review of processes to enhance performance and best practices.”<sup>22</sup> Program logic models can help identify factors that can impact your program and enable you to anticipate the data and resources you will need to achieve success.<sup>23</sup> “Using evaluation and logic model results in effective programming offers greater learning opportunities, and better documentation of outcomes, and shared knowledge about what works and why. Program logic models are a beneficial evaluation tool that facilitates effective program planning, implementation, and evaluation.” The following resources may be useful for general understanding and/or creating the program logic model.

- Paper developed by the AOC, Executive Office Programs Division titled, *Program Development Stages and Evaluation Components*. This is accessible through the AOC Serranus website at <http://serranus.courtinfo.ca.gov/programs/grants/current.htm>
- W.K. Kellogg Foundation, *Logic Model Development Guide* at <http://www.exinfm.com/training/pdfiles/logicModel.pdf>
- Taylor-Powell, E. Jones, L., & Hearst, E. (2002) *Enhancing Program Performance with Logic Models*, University of Wisconsin-Extension offers a free on-line course on creating and designing logic models at <http://www.uwex.edu/ces/lmcourse/>

3. Based on federal program regulations governing the Access to Visitation Grant, states are responsible for monitoring grantees. Explain how the court and subcontractor intends to meet this requirement. **(5 points)**

### **3. Program Sustainability (20 points)**

Because of severe funding limitations, it is important that the court and subcontractor have a plan for how to continue to provide the grant-related services when funding is discontinued.

1. Identify committed sources of funding, or the process for identifying and securing short and long-term funding. **(5 points)**
2. Include a plan for the development of a comprehensive funding strategy. The plan should include ongoing funding sources, resources needed for leveraging additional funding, and the ability to expand existing services. **(15 points)**

### **4. Budget (25 points)**

Each court and subcontractor must include a budget and budget narrative regarding projected Access to Visitation Grant program costs and expenditures. The budget is an estimated plan that shows how the grant funds will be spent during the grant funding period. Please complete the following:

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<sup>22</sup> Extracted in part from paper titled, *Program Development Stages and Evaluation Components* developed by the AOC, Executive Office Programs Division.

<sup>23</sup> W.K. Kellogg Foundation, *Logic Development Guide* (December 2001).

1. Explain how your court/subcontractor program will deliver services in a cost-effective manner. **(5 points)**
2. The Access to Visitation Grant can only reimburse court/subcontractor for allowable services governed by federal and state grant requirements. However, in delivering the grant-related services, there are service delivery components that are outside the “reimbursable scope” of the grant but are essential to ensuring the health, safety, and welfare of parents and children. To gather a better understanding regarding overall costs for service delivery, explain how much it costs to provide supervised visitation/exchange services for your court/subcontractor grant program. For example, if your court is awarded a \$60,000 grant for reimbursable activities, please indicate total costs for other non-reimbursable Access to Visitation service activities (e.g., intakes, orientation, food, trainings, etc.). **(5 points)**
3. Complete the chart below and attach a copy of the court/subcontractor sliding scale fee. <sup>24</sup> **(5 points)**
4. Complete the court and subcontractor budget forms and narrative. A sample budget with budget narrative is included with this grant application. See section 5.0 and Appendix D. **(10 points)**

| GRANT SERVICE ACTIVITIES         | Name of Subcontractor | A. Fee Charged to Noncustodial Parent | B. Fee Charged to Custodial Parent | C. Grant Amount to be Reimbursed by Access to Visitation Grant | D. Total Cost For Services (This is the sum of A+B+C) |
|----------------------------------|-----------------------|---------------------------------------|------------------------------------|--|---|
| <b>SUPERVISED VISITATION</b>     |                       |                                       |                                    |  |   |
| One-on-one Supervised Visitation |                       |                                       |                                    |  |   |
| Multiple/Group                   |                       |                                       |                                    |  |   |
| Supportive/Facilitated           |                       |                                       |                                    |  |   |
| Therapeutic                      |                       |                                       |                                    |  |   |
|                                  |                       |                                       |                                    |  |   |
| <b>EXCHANGE SERVICES</b>         |                       |                                       |                                    |  |   |
| <b>PARENT EDUCATION</b>          |                       |                                       |                                    |  |   |
| <b>GROUP COUNSELING</b>          |                       |                                       |                                    |  |   |

### 7.3 Parent Education and Group Counseling Forms (0 points)

Applicants must complete Appendix C if seeking to apply for parent education and/or group counseling funding.

<sup>24</sup> Family Code section 3204(c) provides that the family law division of the superior court in each county shall approve sliding scale fees that are based on the ability to pay for all parties, including low-income families.

## 8.0 APPENDICES: RFP GRANT APPLICATION FORMS

All of the Appendices to this RFP grant application must be downloaded at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

Applicants should note that filling a false certification in the RFP grant application may result in a range of penalties, including suspension of future funds under the grant program, suspension or debarment from federal grants, termination of funding, and recoupment of monies provided under this grant.

### 8.1 Letter of Intent (Appendix A)

*Application Instructions:* The Letter of Intent (LOI) must be submitted to the AOC by the required deadline date. The LOI will be nonbinding on the court. The LOI requires the signature of the presiding judge or the court executive officer. A LOI must be submitted by each court, including any partnering court requesting Access to Visitation Grant Program funding under this RFP grant application. The court should keep the original signed copy of the LOI. If the applicant is awarded grant funding, AOC staff will follow up with the superior court post the grant award process. See also section 3.6 in this application for other requirements.

### 8.2 Grant Application Cover Page (Appendix B)

*Application Instructions:* The applicant court must complete and submit Appendix B as part of the required materials for the RFP grant application proposal narrative. Applicants must not change any of the formatting text on the form. The budget request for Access to Visitation Grant funding should include a request for one year funding although the grant funding period under this RFP grant application will be for two years. Required authorized signatory must be the presiding judge or court executive officer.

### 8.3 Parent Education and Group Counseling Forms (Appendix C)

*Application Instructions:* Applicants must complete and submit Appendix C as part of the required materials for the RFP grant application proposal narrative. Appendix C should be completed by any court/subcontractor seeking Access to Visitation Grant funding for these program services. Court/subcontractors not requesting grant funding for these program services should leave the forms blank and not include in the completed application package. See also section 7.0 in this application.

### 8.4 Budget Instructions and Forms (Appendix D)

*Application Instructions:* The applicant court and each subcontractor must complete Appendix D as part of the required materials for the RFP grant application proposal narrative. The budget should include projected costs and expenditures for fiscal year 2011–2012 only since the contract agreement between the grant recipient court and the AOC will be for one year. However, funding under this RFP grant application will be awarded for a two-year funding period (i.e., fiscal years 2011–2012 and 2012–2013). Budget instructions, required budget forms, and a sample budget and narrative are available at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm). See also section 5.0 in this application.

### **8.5 Compliance Statement for the Uniform Standards of Practice for Providers of Supervised Visitation (Appendix E)**

*Application Instructions:* The applicant court must submit Appendix E with required signatories. Appendix E must be completed by the applicant court, each county collaborative court, and each local subcontractor agency. Required signatures must be on one form and include (1) the presiding judge or court executive officer and (2) the executive director of the local subcontractor agency of the jurisdictions involved. See also section 2.5 in this application.

### **8.6 Program Income Questionnaire (Appendix F)**

*Application Instructions:* The applicant court, each county collaborative court, and each subcontractor agency must complete Appendix F. Applicants should review section 2.3 in this application prior to completion of this form.

### **8.7 Federal Certification and Assurance Forms (Appendix G)**

*Application Instructions:* The applicant court, each county collaborative court, and the executive director of the local subcontractor agency must complete Appendix G. These forms will need to be downloaded separately from the other appendices at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

### **8.8 Letter of No Supplantation (Appendix H)**

*Application Instructions:* The applicant court, each county collaborative court, and each local subcontractor must complete Appendix H. Required signatures must be on one form and include the (1) applicant court presiding judge, court executive officer, and applicant court subcontractor, and (2) each county collaborative court with signatory by the presiding judge or court executive officer and the executive director of local subcontractor of the jurisdictions involved.

### **8.9 Multicourt/Multiagency Commitment and Reporting Form (Appendix I)**

*Application Instructions:* The applicant court must submit Appendix I with required signatories. Appendix I must be completed by the applicant court, each county collaborative court, and each local subcontractor agency. Required signatures must be on one form and include the (1) applicant court presiding judge, court executive officer, Family Court Services director/manager, the applicant court financial/accounting officer, and the applicant court executive director of the local subcontractor agency, and the (2) county collaborative court's presiding judge, court executive officer, Family Court Services director/manager, and executive director of the local subcontractor agencies.